

**FORT LUPTON PUBLIC AND SCHOOL LIBRARY**  
**LIBRARY BOARD MINUTES**  
**Thursday, April 21, 2022**

**I. Call to Order** -- Ms. Holton called the meeting to order at 6:32 pm.

**II. Roll Call** -- Mrs. Harlan called roll.

Present at the meeting were board members Gerri Holton, Evelyn Harlan, Chantel Hays, Lia Inge, Teri Kopfman, and Sharon Ceretto. Erica Arellano was excused.

Also attending were FLP&S Library Director Thomas Samblanet and FLP&S Library Assistant Director Kate Merrell. Matt Adame, the Vice-President of Weld Re-8 School District attended virtually. Leann Perino, the city's Finance Director was also in attendance.

**III. Approval of Agenda** -- Lia Inge made a motion to approve the agenda. Teri Kopfman seconded the motion. The motion passed unanimously.

**IV. Approval of Minutes** -- Evelyn Harlan made a motion to approve the minutes from February 17, 2022. Chantel Hayes seconded the motion. The motion passed unanimously, and the minutes were approved.

**V. Public Comments** There were no public comments.

**VI. Reports -**

**i. City Report** --There was no one present from the City Council hence there was no city report.

The Strategic Plan was presented at the last City Council meeting by Gerri Holton

**ii. Weld Re-8 Report** -- Matthew Adame was not present at this time. He called in a bit later and had nothing to report from School District Weld Re-8. Matt said he would follow up on the meeting that he had mentioned previously involving the library board school representatives and the school board. Once he talks with director LeBlanc or Alan Kaylor, he will send the information to Thomas or Gerri to share with the School District library board members.

**iii. Director's Report** (written) Thomas had nothing to add to his written report. Thomas suggested viewing the Fort Lupton High School Senior's trifold displays in the children's area of the library. The High School needed space to host the Past/Present/Future project and reception so the library volunteered our space. Thomas added that we also sent several library staff for the High School's career day.

**iv. Committee Reports**

1. Sunshine Fund -- Gerri Holton reported that the balance of the Sunshine Fund is \$33.01.
2. Creation of Standing Committees-- The following list of committees was proposed.
  - Budget.....Thomas will be in charge. Sharon and Erica or Teri
  - Finance.....Lia and Chantel and library staff (Thomas or other staff member)
  - Audit..... Lia and Gerri for 2020 / Lia & Evelyn for 2021
  - Policy.....Lia and Gerri
  - Strategic Plan.....Teri and Gerri
  - IGA.....Evelyn, Sharon, and Geri
  - Art.....Teri and Chantel. Teri was asked to provide a brief description of this committee.
  - The Nominating committee will be formed in the future after a policy review of election of officers.

A formal list of the committees will be submitted at the next meeting. Thomas volunteered to sit on all the committees as the board desires and he will reach out to library staff members to see if anyone would like to sit on any of the committees.

**VII. New Business**

- i. Leann Perino -- Lia introduced Leann, the City of Fort Lupton's Finance Director, and described her city wide and library financial duties. Leann brought two documents regarding the recent questions from the board about the statements. First, she described the transactions on the financial statement and explained the timeline involved when amounts are posted. She then guided the board through the amounts that were modified. Leann offered to assist with any questions in the future and Lia stated that the board should ask Thomas first as he may have the answers before disturbing Leann.
- Leann explained to the group how governmental accounting works. The city and other governmental agencies use Cash Basis Accounting which means that when something is bought, it is expensed in full at the time it is purchase. Depreciation is listed on another page other than the balance sheets. The finance department must also accrue the employee leave time which is not in the balance sheet on our income statement. This amount comes in as a reconciliation in the statement of activities with the entire report.
- The Library Board believes that understanding the financial statements will be very important as they transition into the new building. Items will be added that the board has not seen before such as custodial costs and full year expenses for utilities.
- Gerri asked Leann about her role in supporting the library when the budget is presented for approval such as being able to offer information on trends with oil and gas revenues and tax bases. Leann confirmed that she could and then she explained that a year ago the weld county assessor provided a class on property tax with oil and gas. The city has set a low net on the city's evaluation from oil and gas, and she described the seven-year cycle with drilling oil wells.
- Leann offered to split up the library departments for a clearer picture of library finances.
- The board expressed their appreciation for Leann's assistance, and she excused herself from the meeting.
- ii. Upcoming Programming – Thomas summarized the upcoming programs.
- The Cinco de Mayo program is next Friday from 5:00 pm to 6:00 pm.
  - The Mother's Day Victorian Tea will be on May 7<sup>th</sup> and will include a harpist and an enthusiast of Victorian Clothing presentation.
  - Maggie Bidmead, the museum curator will be in the library on May 31<sup>st</sup> to give a lecture on the History of Japanese's Culture in Fort Lupton.
  - We are starting the Zumba classes in June on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays from 9:30 to 10:30 am.
  - Laura Brashear, the 2019 High Plains Writer in Resident, will be holding a writing workshop called Beyond the Rough Draft monthly in the community room on seconded Tuesdays from 6:00 pm to 7:00 pm. This will be for ages 16 and up.
  - We are locking in the artists for the Summer Concert series in June, July, and August. Thomas said he will have more information on the concert series at the next meeting.
- iii. Board Training – An additional packet with supplemental material and information about a webinar on keeping governance on track was discussed. The webinar is available on demand. One of the items in the packet referred to having a quorum at all meetings and another was that the minutes of a meeting should reflect what is being done and not what is being said. There was also a diagram of board/staff relationships indicating that at the top is the board of directors, then chairman or president of the library board, the director follows, and then staff. This diagram provides information on how to communicate and various responsibilities.
- The roles of the president and vice president are explained in the packet to provide more effective team leadership. It was discussed that Gerri Holton and Lia Inge will be sharing responsibilities in leadership of the library board and will be co-leading.

The proposed Board priorities were identified as the IGA development, facility construction, the High School library, and the library board development and leadership. It was expressed that anyone on the library board should be able to step into a leadership role and these expectations would allow this to happen.

The distributed packet contains the Colorado Law Library Trustee Handbook, the Golden Rules for library trustees, Colorado Sunshine Law. Documents also included are titled Intellectual Freedom and The Freedom to Read which are foundational types of documents in the American Library Association. For the board's convenience, the Sunshine Law was shared as a summary and a complete document.

Grants were discussed to fund trustee conferences, education, and board retreats. Also discussed were identifying policies to revise such as accomplishing goals including adoption of an ethics policy, the complaint policy, and revisiting election of officer's policy. Board leadership development includes a requirement that the board has the desire and the ability to work well with each other, the staff, the director, and the public with respect, generosity, integrity, and effectiveness. Requirements also include meeting the needs of community and our library according to responsibilities and limitations stated in the role of library trustees. It is imperative especially in this time and age to strive to be a strong and cohesive board and to meet the needs of the public. The board is dealing with issues that are country wide, in our community, and in our library.

Suggestions were voiced to work on board relationship and to do some pleasant things together. Discussions about expanding committees, of working in pairs or groups, and mentoring each other followed. A scavenger hunt was also suggested.

It was stated that people from the community are thrilled to see board members at events.

Thomas shared that the library website is being revamped city wide to better serve the community.

Included in the Board of Trustee Handbook will be the board of trustees contact list, the board calendar, the strategic plan, Colotrust account information, and the Freedom to Read Bill of Rights. The Golden Rules for library trustees was read and briefly discussed. At the next meeting the board will address the Bill of Rights. Chantel volunteered to lead discussion.

- iv. Complaint Policy – The board received the current complaint policy's most recent version which Thomas read. Appeals were discussed. Documentation is important to help the patrons feel heard and also for the director and/or the library board to understand the issue and to be protected.

A discussion followed about the process of when a person who was asked not to enter the library for a specific reason and the process for the person to be able to use the library again.

- v. Filming in Library Policy – Thomas pointed out the item that was in his report. He shared that there was a group at the library recently who are first amendment auditors. They are concerned about their rights to film or photograph in the library. In libraries there is some understanding of a level of confidentiality, but the group cited several supreme court cases and lawsuits. Thomas tried to contact John Chmil at that time, but he was unavailable, and Thomas searched but could not find any Colorado statutes prohibiting filming. He asked for the groups contact information, expressed his concern that they are in a school facility, but he allowed the filming to continue. He reached out to legal teams for advice on future incidents and if filming is allowed in public spaces. This group was from Denver.

When John contacted Thomas, he said that in Colorado Library Law there is an expectation of privacy, but that this is a grey area inside libraries. A discussion on the pitfalls of creating a filming policy were mentioned. High Plains has no policy restricting filming and after research it was found that libraries do not have such policies. Thomas

- tried to contact Alan, but he has offered no information on the School District position about filming in the schools.
- vi. Mural Repair Funds – In October repairs were done on the large mural. A discussion on moving money from the art fund into the general fund for this expenditure followed. The exact amount was not known at this time so this item will be added to next month's agenda.
  - vii. Koshio Donation Allocation--Since the last board meeting the Koshio family donated \$5555.93 to the library. They made a donation to the museum and the city as well. The board was asked for ideas on where to put funds. At the next meeting a card will be signed and sent to the family thanking them for this generous donation. The board discussed using it for the art fund, programing, the new facility, and then asked for staff input.
  - viii. Fund Raising – The plan for fund raising was discussed to supply the canopy on the side of the new building. Right now, it would be in an addition to the existing budget. A donation box for general programing was discussed. Also discussed was a method to show appreciation of public donations consisting of a bulletin board or notebook which could be created to celebrate the donation of time or funds.
  - ix. Minute Format Update – A discussion to make the minutes contain what is done at a meeting and not what was said occurred. The time frame for keeping the recording of the meetings was also discussed.

#### **VIII. Continuing Business**

- i. Land update – The board celebrated that the land is done and will no longer need to be a part of the agenda.
- ii. Building update – The construction phase planning document is finished and is effectively the last step in the architecture planning. There was one last budget review in this process, and the library was able to get the city and school to sign our agreement with G. H. Phips. This allowed us to get real quotes back and the first budget overview of the building has us on budget. The site plan has been approved by the city, so we are working on permits. This will lead up to actual construction start up on May 9<sup>th</sup> and we will be following this with the groundbreaking ceremony.

Teri attended the second meeting that was on the furniture update which did not provide such good news. Currently the furniture is over budget due to increases in shipping and steel. Bringing office furniture and stacks from the existing library may help to cut costs. It was suggested to use nonporous materials and have sound pieces that will keep with the design of the building.

- iii. IGA – Thomas reported that at the request of the IGA committee he created a most up to date draft with supporting documents. This document includes links to information such as Library Law or general supporting documents.

The document is ready to be presented and a discussion about the process after the May meeting followed. Thomas will send the document to each board member for their review. It was suggested to set a date for the document to be edited or approved by the city and the school. Matt added that the school board meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays; the second Thursday is the workshop for brainstorming and the 4<sup>th</sup> is the actual meeting. Matt suggested that it might be best to propose the IGA in early June to the School Board as they have July off. The library board will have it ready for August meetings.

- iv. February Programming Report – Thomas reported that the Art Show reception was attended by an estimated 250 families and students, and it was exciting. People from the school board and the superintendent were in attendance. We will start planning sooner next year and inform the teachers of the criteria sooner.

Kate Merrell reported that eight people came to the basic computer class. She had requests for more computer skills education. We also have a drop in tech help event coming up. Future options were discussed.

**IX. Board comments** – The different committees were discussed. The Latin X committee currently contains library staff members but there have been conversations about bringing in community involvement. This committee was originally designed to engage staff members. Thomas explained that Latin X is a blanket term for Hispanic and Latino ethnic groups and that Latin X was the term the committee chose. Latin X is also what ALA is calling this type of committee. An exact definition was requested.

There was discussion about committees that address needs for our Japanese and Swedish communities. Our Strategic Plan addresses the desire to reach out to all ethnic groups. Library administration is researching Spanish language classes.

There was another comment concerning the information available at the circulation desk. The Art Show criteria could be stated clearer in print for next year. More detailed explanations on the calendar were also requested. This information would also be sent to the board members.

The board recognized and thanked Teri for all her work on the art show. There was only positive feedback on this event.

**X. Development of next meeting agenda**

- ALA bill of rights
- Mural repair costs
- Building update
- IGA presentation to the board
- Koshio donation
- Committee List
- Gerri volunteered to present the Strategic Plan to School Board April 28th or May 12<sup>th</sup>

**XI. Adjourn** --Teri moved to adjourn the meeting. Lia seconded that motion. The motion passed unanimously, and the meeting ended at 8:39 pm.

Respectfully submitted by Mary Hoffman Edens.